

**UNITED STATES DEPARTMENT OF AGRICULTURE**

Farm Service Agency  
Washington, DC 20250

**Notice IRM-294**

**For:** State and County Offices

**Ordering FAX Machine Supplies**

**Approved by:** Acting Deputy Administrator, Management

*David C. Hall*

**1 Overview**

**A**

**Background**

FSA has multiple types of FAX machines in the Field Offices. The KCMO Warehouse now stocks FAX supplies for a selected number of FAX machines for State and County Offices to order.

**B**

**Purpose**

This notice provides the information necessary for ordering toner, drums, and ink cartridges for FAX machines.

**C**

**Contact**

Direct any questions to Patti Warner at 816-363-1103.

**Disposal Date**

April 1, 2000

**Distribution**

State Offices; State Offices relay to County  
Offices

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### 2 Action

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#### A FAX Machine Supplies

The KCMO Warehouse permanently stocks the items shown in the following table for State and County Offices to order.

FAX Manufacturer	Model No.	Supply Description	Supply Line Item
OMNIFAX	L630	Toner	720
		Drum	721
	L620E/L621	Toner	722
		Drum	723
	MFP 330C	Ink Cartridge	724
OLIVETTI	OFX3100 RFX3100	Ink Cartridge (same for both)	725

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#### B Ordering Instructions

Send a completed FSA-159 by either of the methods in the following table to order replacement FAX supplies.

**Note:** Offices should order only the quantity required by their offices. State Offices should **not** stock supplies for all offices in their state. KCMO will review large quantity ordering before filling the order.

IF ordering by...	THEN...
Mail	send to the following address:  USDA, FSA, KCMO Warehouse 9240 Troost Kansas City, MO 64131.
FAX	the FAX number is 816-363-1762.

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#### C Recycling

KCMO is studying the possibility of recycling toner cartridges and drums. Keep the used toner cartridge or drum, plus the wrapper and shipping box from the new cartridge or drum, and mail the used item to the address in subparagraph B.

**Note:** Ink cartridges for the OMNIFAX and OLIVETTI units **will not be** recycled.

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